

ADMINISTRATIVE INTERNAL USE ONLY

STATINTL

NAME :

OFFICE :

ADMINISTRATION DIRECTORATE REVIEW: TRENDS AND HIGHLIGHTS

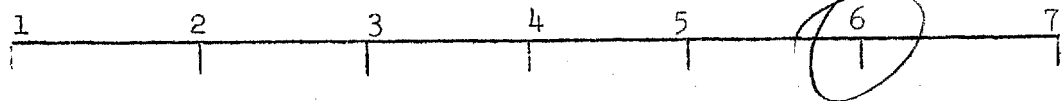
Evaluation

In order to enhance the usefulness of the Trends and Highlights Course to you and future participants, a continuing process of evaluation is necessary. We ask your cooperation in assisting us in keeping the course responsive to the needs of the participants.

COURSE OBJECTIVE

The objective of the course is to update Deputy Director for Administration careerists' knowledge and understanding of current activities, problems and trends in the Directorate and its various offices.

- A. Please indicate on this numerical scale how well in your estimation, the course has met its objective. (Number 1 is the lowest, number 7 is the highest.)



- B. What was the most useful segment of the program to you in your present assignment? The least useful? Please describe how you see the program benefiting you.

Most - Records management , least - Finance

I can now see how my office has a lot of room for improvement in the records management field.

Too many reports, IBM runs, etc which we receive and store and no one reads or is sure why we have.

(See Reverse Side)

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- C. Did you feel the session on the Administration Directorate/
Management & Advisory Group (AD/MAG) was beneficial? Why?

Yes! I didn't know they existed.

- D. Other Comments:

Generally good speakers - useful information.